

Approved For Release 2003/04/29 : CIA-RDP84-00780R002100170017-5

3 June 1968

Revision received in O/DD/S
and authenticated by ADD/S.
(DD/S 68-2773)

Approved For Release 2003/04/29 : CIA-RDP84-00780R002100170017-5

DD/S REGISTRY
FILE 0 + M2 - 1
DD/S 68-0580

5 February 1968

MEMORANDUM FOR: Chief, Support Services Staff, DD/S

SUBJECT : Proposed Revision of

25X1

25X1 This will confirm that should be amended to substitute "Support Services Staff" for "Office of Computer Services". This was agreed orally by the Director of Finance.

(SIGNED)
John W. Coffey
Assistant Deputy Director
for Support

cc: Director of Finance, w/cy of
proposed revision

ADD/S:JWC/ms (5 Feb 68)

Distribution:

Orig & 1 - Adse

1 - DD/S Chrono

1 - DD/S Subject, w/Background (DD/S 68-0546)

1 - JWC ✓

DD/S 68-0546

2 February 1968

Chief, Regulations Control Branch, via
Chief, SSS
705 Magazine

Mr. Coffey would like the attached
revision of prepared in final form
and, after a short coordination, returned
for authentication.

13/

Executive Officer to the DD/S

7D18 Hqs

O/ADD/S:ms (2 Feb 68)

Distribution:

Orig - Adse, w/O Att

1 - DD/S Chrono

1 - DD/S Subject, w/subj cy of Att & draft
approved by ExDir (RCB File)

1 - JWC ✓

Att: Proposed Revision of

ORGANIZATION



25X1

1. OFFICE OF FINANCE

(1) MISSION. The Director of Finance is responsible for administering the financial operations of the Agency including:

- (a)** The development, establishment, supervision and maintenance of accounting systems.
- (b)** The development and maintenance of appropriate financial regulations and procedures.
- (c)** The performance of appropriate administrative, internal and industrial audits.
- (d)** The conduct of monetary procurement, funding and disbursing activities.
- (e)** The performance of financial analysis, review of accounting and disbursing systems, and reporting activities necessary to ensure control of assets and liabilities, compliance with laws and regulations, and provision for full disclosure of the financial results of Agency activities for management officials.

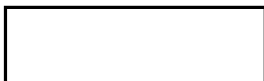
(2) FUNCTIONS. The Director of Finance shall:

- (a)** Recommend the establishment of Agency fiscal policies and establish procedures for their implementation.
- (b)** Furnish technical guidance and assistance to Agency officials in all matters of finance policy.
- (c)** Conduct liaison with other agencies in connection with Office of Finance matters, including transfers of funds and reimbursements to and from such agencies.
- (d)** Establish and maintain, or arrange for the establishment and maintenance within the Agency of the official records and accounts of the financial operations of the Agency.
- (e)** Develop, establish, and technically supervise, in cooperation with applicable Agency components, necessary accounting systems, financial reporting and funding procedures and fiscal controls for overseas installations.

25X1

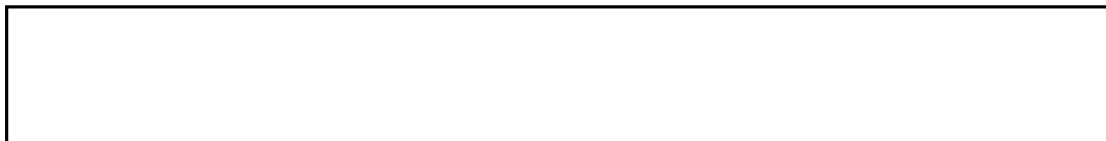
~~SECRET~~

25X1



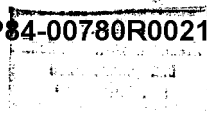
ORGANIZATION

- (f) Prescribe or approve and technically supervise, in cooperation with applicable Agency components, the accounting systems, funding, financial reporting, and related procedures for proprietary, subsidy (where feasible) and special projects. Periodically conduct surveys of the financial accounting and related procedures employed by proprietary projects to determine adequacy for the continued support both from the standpoint of project and Agency management. Coordinate and concur in administrative plans and fiscal annexes.
- (g) Designate Agency personnel to serve as cashiers, Agency fund custodians, certifying officers, disbursing officers, and finance officers to provide effective support for the financial operations of the Agency.
- (h) Develop and establish requirements for the protection and safe-keeping of Agency funds, commodity assets, negotiable instruments, and protective documents.
- (i) Develop and provide financial data and/or reports for internal CIA purposes and to permit the appropriate Agency authority to respond to external requests for financial information.
- (j) Conduct financial analysis necessary to carry out the described mission and necessary to render prescribed or required reports and such other financial analysis as may be assigned.
- (k) Direct the procurement and maintenance of inventories of U.S. and foreign currencies and commodity assets at headquarters and field installations.
- (l) Not used.



25X1

- (n) Audit Agency accounts prior to payment or settlement, including audit of research and development and production contracts; and perform, as necessary, surveys of contractors' accounting systems and cost analyses of contractors' proposals prior to contract execution.



ORGANIZATION

25X1

- (o) Determine and control pay, leave and allowance entitlements of all personnel; control and report withholdings for taxes, retirement and other authorized purposes.
- (p) Develop and establish policies and procedures for the administration of the CIA Retirement and Disability Fund; maintain official financial records of the Fund; compute and pay amounts due to annuitants and survivors; cause actuarial evaluations of the Fund to be made not less frequently than five year intervals; prepare estimates of annual appropriations required to be made to the Fund.
- (q) Administer covert tax assessment system; estimate amounts of Federal income taxes due on Agency compensation of covert personnel; withhold such amounts from compensation paid; review copies of overt tax returns as basis for adjusting covert tax assessments.
- (r) Maintain technical supervision over the performance of accounting operations in support of the official records and financial reports of the Agency.
- (s) Provide, in cooperation with the Director of Training, for the technical training of personnel who are assigned financial duties.
- (t) Develop, in coordination with the ^{SUPPORT SERVICES STAFF} ~~Office of Computer Services~~, improved and new applications of automatic data processing in support of Office of Finance activities.
- (u) Review and report on legislation having financial significance.

APPROVAL TO PUBLISH:

ADD/S:JWC/ms (2 Feb 68)

Distribution:

Orig - C/RCB


1 - DD/S Chrono

1 - DD/S Subject, w/draft approved by ExDir
(RCB File)

1 - JWC

R. L. BANNERMAN
Deputy Director
for Support

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OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
<p>Thanks. Extra has seen. Score one for your side.</p> <p>Bob</p>					
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1	Executive Director-Comptroller Room 7DS9, Hqs	30 Jan.	W		
2	ADD/S Room 7D24, Hqs				
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: Colonel White - The attached rewrite of the Office of Finance "charter" is now agreed by the DD/S, John Clarke, and Bob Fuchs. We thought you might wish to see it before we initiate formal Agency coordination. The last paragraph under Mission and subparagraph (j) under Functions are particularly noted for your perusal. I would appreciate the opportunity to talk to you if you have any problem regarding these words. <div style="text-align: right;">  141 John W. Coffey </div>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
Assistant Deputy Director for Support					30 Jan 68
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FORM NO.
1-67

237

Use previous editions

(40)

Executive Director-Comptroller
Room 7D59, Hqs
ADD/S
Room 7D24, Hqs

Colonel White -

The attached rewrite of the Office of Finance "charter" is now agreed by the DD/S, John Clarke, and Bob Fuchs. We thought you might wish to see it before we initiate formal Agency coordination. The last paragraph under Mission and subparagraph (j) under Functions are particularly noted for your perusal. I would appreciate the opportunity to talk to you if you have any problem regarding these words.

John W. Coffey

Assistant Deputy Director for Support

30 Jan 68

Distribution:

Orig - Adse, w/t cy of Att (proposed revision of)

1 - DD/S Subject, w/cy of Att ✓

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- (d) Establish and maintain, or arrange for the establishment and maintenance within the Agency of the official records and accounts of the financial operations of the Agency.
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S-E-C-R-E-T

ORGANIZATION

25X1

PROPOSED REVISION

i. OFFICE OF FINANCE

- (1) MISSION. The Director of Finance is responsible for administering the financial operations of the agency including:

The development, establishment, supervision and maintenance of accounting systems;

The development and maintenance of appropriate financial regulations and procedures;

The performance of appropriate administrative, internal and industrial audits;

The conduct of monetary procurement, funding and disbursing activities;

The performance of financial analysis, review of accounting and disbursing systems, and reporting activities necessary to insure control of assets and liabilities, compliance with laws and regulations, and provision for full disclosure of the financial results of agency activities for management officials.

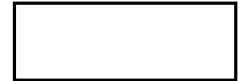
- (2) FUNCTIONS. The Director of Finance shall:

- (a) Recommend the establishment of Agency fiscal policies and establish procedures for their implementation.
- (b) Furnish technical guidance and assistance to Agency officials in all matters of finance policy.
- (c) Conduct liaison with other agencies in connection with Office of Finance matters, including transfers of funds and reimbursements to and from such agencies.
- (d) Establish and maintain, or arrange for the establishment and maintenance within the Agency of such official records of the financial operations of the Agency as are deemed necessary to control the assets and liabilities of the Agency, to permit analysis for the efficient utilization of the Agency's resources, to prepare budgetary and financial reports, and to fulfill the statutory reporting requirements of the Agency.


S-E-C-R-E-T

S-E-C-R-E-T

ORGANIZATION



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- (e) Develop, establish, and technically supervise, in cooperation with applicable Agency components, necessary accounting systems, financial reporting and funding procedures and fiscal controls for  overseas installations.
- (f) Prescribe or approve and technically supervise, in cooperation with applicable Agency components, the accounting systems, funding, financial reporting, and related procedures for proprietary, subsidy (where feasible) and special projects. Periodically conduct surveys of the financial accounting and related procedures employed by proprietary projects to determine adequacy for the continued support both from the standpoint of project and Agency management. Coordinate and concur in administrative plans and fiscal annexes.
- (g) Designate Agency personnel to serve as cashiers, Agency fund custodians, certifying officers, disbursing officers, and finance officers to provide effective support for the financial operations of the Agency.
- (h) Develop and establish requirements for the protection and safekeeping of Agency funds, commodity assets, negotiable instruments, and protective documents.
provide
- (i) Develop and / financial data and/or reports for internal CIA purposes and to permit the appropriate Agency authority to respond to external requests for financial information.
- (j) Conduct financial analysis necessary to carry out the described mission and necessary to render prescribed or required reports and such other financial analysis as may be assigned.
- (k) Direct the procurement and maintenance of inventories of U.S. and foreign currencies and commodity assets at headquarters and field installations.
- (l) Not used.



25X1

S-E-C-R-E-T

- 2 -

S-E-C-R-E-T

ORGANIZATION

25X1

- (n) Audit Agency accounts prior to payment or settlement, including audit of research and development and production contracts; and perform, as necessary, surveys of contractors' accounting systems and cost analyses of contractors' proposals prior to contract execution.
- (o) Determine and control pay, leave and allowance entitlements of all personnel; control and report withholdings for taxes, retirement and other authorized purposes.
- (p) Develop and establish policies and procedures for the administration of the CIA Retirement and Disability Fund; maintain official financial records of the Fund; compute and pay amounts due to annuitants and survivors; cause actuarial evaluations of the Fund to be made not less frequently than 5 year intervals; prepare estimates of annual appropriations required to be made to the Fund.
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S-E-C-R-E-T